



Facility Operations Coordinator

The Facility Operations Coordinator helps with the daily operations of the Santa Barbara Maritime Museum, including working all internal and external events, opening and closing the Museum, providing breaks to Museum Store and Kiosk staff as needed, cleaning the Museum, ordering maintenance supplies, and supervising Facility Assistants. The Coordinator also acts as a liaison for clients, catering companies, and other vendors using the Museum facilities, and is the point of contact for all physical facility issues. The Coordinator will be required to work Thursday through Sunday. **During Covid-19 this position has responsibility for the daily cleaning and sanitation of the Museum, all Museum exhibits, and all visitor and staff contact points (doors, buttons, light switches, etc.).**

Please send cover letter and resume to ggorga@sम्म.org

Duties:

- **Oversees Opening / Closing Duties**
 - Ensures there is an opener / closer scheduled every day
 - On scheduled shifts oversees:
 - Opening and Closing of the Museum
 - Providing Kiosk and Museum Store staff with breaks as needed
 - Conducting hourly safety and cleanup / sanitation walk-throughs of museum
- **Oversees all Maintenance**
 - Schedules and oversees outside cleaning service as needed, Pest Control, HVAC, Security alarms and cameras
 - Helps repair exhibits, lighting, etc. as needed
 - Empties trash and maintains kitchen area daily
 - Orders linen pickup and ensures glassware is cleaned in a timely manner
 - Vacuums stairway in between weekly cleanups

- Ensures the safety and cleanliness of all museum spaces
- Reports all damage to Executive Director or Curator [is this still true?]
- Schedules repairs/cleaning as needed
- Mops or Swiffers floors weekly
- **Oversees details of all Outside rentals**
 - Works with the Facility Rentals Coordinator to assist clients in the booking process and leads rental tours
 - Processes event payments
 - Collects event insurance
 - Makes sure all necessary documents are in Drop Box shared with Facility Rentals Coordinator
 - Maintains Master Calendar and keeps Day-Of-Event Sheets up-to-date with all rental details
 - Serves as the Museum point of contact for booked clients and answers all questions regarding museum rental spaces, A/V, technology, and museum policies
 - Schedules event walk-throughs prior to each event date
 - Makes sure event sheets are filled out and posted one week ahead of event
 - Completes post-event walk through checklist and follow-up on any issues
- **Oversees details for all in-house Museum events**
 - Schedules, trains, and directs all Facility Assistants
 - Oversees set-up, breakdown, and clean up, including bars and food areas
 - Keeps inventory and orders items in development closet (wine, beer, waters, paper goods, coffee, etc.)
 - Operates and is proficient with all Audio/Visual equipment
- **Oversees Facility Assistant Staff**
 - Schedules all facility staff and security as needed for in-house and outside events
 - Hires and trains facility assistants
- **Maintains Master Calendar**

- Posts all events, including all details, such as start and end times, Facility Assistant's scheduled times, delivery times, room and parking reservation needs, etc.
- Sends reminders out to staff weekly
- **Miscellaneous Duties**
 - Oversees and is point of contact for weekly maintenance cleaning, including Alpha Resource volunteers
 - Knows Museum Store and Kiosk duties so they can break both positions
 - Orders all facility and maintenance supplies
 - Helps with cleaning of exhibit cases, including removal of glass and framing, and other duties as requested
 - Keeps work area clean
 - Must be proficient with all tech (projectors, laptops, camera system, Zoom)

***This position requires heavy lifting on a daily basis**